

WASHOE COUNTY
HEALTH DISTRICT
ENHANCING QUALITY OF LIFE

CM/ACM JS
Finance DN
DA —
Risk Mgt. —
HR —
Other —

STAFF REPORT
BOARD MEETING DATE: July 28, 2015

DATE: July 6, 2015

TO: Board of County Commissioners

FROM: Patsy Buxton, Fiscal Compliance Officer, 775-328-2418, pbuxton@washoecounty.us

THROUGH: Anna Heenan, Administrative Health Services Officer, 775-328-2417, aheenan@washoecounty.us

SUBJECT: Approval of amendments totaling a net increase of \$14,247 in both revenue and expenses to the adopted FY 16 Comprehensive Tobacco Prevention Program Grant budget, IO 11128; and if approved direct the Comptroller's office to make the appropriate budget adjustments. (All Commission Districts)

SUMMARY

The Washoe Board of County Commissioners must approve amendments to the adopted fiscal year budget and direct the Comptroller's Office to make the appropriate budget adjustments.

The Washoe County Health District received a Notice of Subgrant Award from the Division of Public and Behavioral Health for the period July 1, 2015 through June 30, 2017 in the total amount of \$201,977 in support of the Comprehensive Tobacco Prevention Program, IO 11128. A copy of the face page of the Notice of Subgrant Award is attached.

BCC Strategic Objective supported by this item: Safe, Secure and Healthy Communities.

District Board of Health strategic priority: Protect population from health problems and health hazards.

Approval of this Notice of Subgrant Award and these budget amendments supports the Health District Tobacco Use Prevention Program's mission to reduce tobacco use and its impact on other health determinants in Washoe County through the promotion of education, policy development and enforcement, and cessation.

PREVIOUS ACTION

There has been no previous action taken by the Board this fiscal year.

#5B

BACKGROUND

The Washoe County Health District received from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, Fund for a Healthy Nevada, a Notice of Subgrant Award in the total amount of \$201,977 (\$187,016 direct and \$14,961 indirect) that supports the Comprehensive Tobacco Prevention Program. This award includes funding for personnel, travel, professional services, educational materials, special awards (to include but not limited to signage, plaques, awards, for smoke free multi-unit housing complexes) operating and indirect expenditures.

The FY 16 Comprehensive Tobacco Prevention Program budget, IO 11128, was adopted with \$172,769 in expenditures. A budget amendment in the amount of \$14,247 (\$187,016-\$172,769) is necessary to bring the Notice of Grant Award into alignment with the program budget. A budget adjustment is not necessary for the indirect revenue.

FISCAL IMPACT

Should the Board approve these budget amendments, the adopted FY 16 budget will be **increased by \$14,247** in the following accounts:

<u>Account Number</u>		<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IN-11128	-432100	State Revenue	\$14,247
2002-IN-11128	-701130	Pooled Positions	29,085
	-705230	Medicare	718
	-710100	Professional Services	71,551
	-710512	Mileage	418
	-710300	Operating Supplies	(1,820)
	-710334	Copy Machine	310
	-710350	Office Supplies	280
	-710360	Postage	125
	-710500	Other Expense	3,000
	-710502	Printing	(1,100)
	-710508	Telephone	120
	-711504	Equipment NonCapital	2,461
	-710546	Advertising	(90,901)
		Total Expenditures	\$14,247

RECOMMENDATION

Staff recommends that the Washoe Board of County Commissioners approve amendments totaling a net increase of \$14,247 in both revenue and expenses to the adopted FY 16 Comprehensive Tobacco Prevention Program Grant budget, IO 11128; and if approved direct the Comptroller's office to make the appropriate budget adjustments.

POSSIBLE MOTION

Move to approve amendments totaling a net increase of \$14,247 in both revenue and expenses to the adopted FY 16 Comprehensive Tobacco Prevention Program Grant budget, IO 11128; and if approved direct the Comptroller's office to make the appropriate budget adjustments.

Division of Public and Behavioral Health
Notice of Subgrant Award



State of Nevada
Department of Health and Human Services
Division of Public & Behavioral Health
(hereinafter referred to as the Division)

HD #: 15004
Budget Account: 3220
Category: 32
GL: 8516
Job Number: HLTHNV16

NOTICE OF SUBGRANT AWARD

Program Name: Tobacco Prevention and Control Chronic Disease Prevention and Health Promotion Bureau of Child, Family and Community Wellness		Subgrantee Name: Washoe County Health District (WCHD) Kelli Seals, Health Educator II (775) 825-8244	
Address: 4150 Technology Way, Suite #210 Carson City, NV 89706-2009		Address: P.O. Box 11130 Reno, Nevada 89520	
Subgrant Period: July 1, 2015 – June 30, 2017		Subgrantee's: EIN: <u>88-6000138</u> Vendor #: <u>T40283400Q</u> Dun & Bradstreet: <u>073-786-998</u>	
Purpose of Award: To eliminate exposure to secondhand smoke, prevent initiation of tobacco use among youth and young adults and identify and eliminate tobacco-related disparities.			
Region(s) to be served: <input type="checkbox"/> Statewide <input checked="" type="checkbox"/> Specific county or counties: Washoe			
Approved Annual Budget Categories:		Disbursement of funds will be as follows:	
1. Personnel	\$ <u>50,197</u>	Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures <i>specific to this subgrant</i> . Total reimbursement will not exceed \$201,977 per fiscal year . Total for the subgrant period will be \$403,954 .	
2. Travel	\$ <u>518</u>		
3. Supplies	\$ <u>4,241</u>		
4. Contractual/Consultant	\$ <u>119,000</u>		
5. Other	\$ <u>13,060</u>		
6. Indirect	\$ <u>14,961</u>		
Total Cost: \$ <u>201,977</u>			
Source of Funds:		% of Funds:	CFDA:
1. Funds for Healthy Nevada		100%	n/a
Federal Grant #: n/a			
Terms and Conditions: In accepting these grant funds, it is understood that: 1. Expenditures must comply with appropriate state and/or federal regulations; 2. This award is subject to the availability of appropriate funds; and 3. The recipient of these funds agrees to stipulations listed in the incorporated documents.			
Incorporated Documents: Section A: Assurances; Section B: Description of Services, Scope of Work and Deliverables; Section C: Budget and Financial Reporting Requirements; Section D: Request for Reimbursement; Section E: Audit Information Request; and Section F: DPBH Business Associate Addendum Section G: Annual Workplan Section H: Quarterly Program Activity Tracking and Evaluation Template			
Kitty Jung Chair, WCHD		Signature	Date
Mónica Morales Section Manager, CDPHP			6/17/15
Christine Mackie Bureau Chief, CFCW			6/17/15
Marta Jensen, Acting Administrator, Division of Public & Behavioral Health			